

ROUTING AND TRANSMISSION SLIP

Sanitized Copy Approved for Release 2010/10/19 : CIA-RDP88G00186R000300310038-8

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/TRAINING AND EDUCATION		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR YOUR INFORMATION AND ACTION IF ANY APPROPRIATE

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: EO/DDA	Room No.—Bldg.
	Phone No.

5041-102

* GPO : 1961 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.506

ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR				
4 D/ICS				
5 DDI				
6 DDA				
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers				
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19 NIO				
20				
21				
22				

SUSPENSE

Date

Remarks

3637 (10-81)

4 MAR 1985

Date

DDA SUBJECT FILE COPY
85-0785

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THE
GEORGE
WASHINGTON
UNIVERSITY

Center for Continuing Education in Washington / 801 22nd Street, N.W., Suite T409 / Washington, D.C. / (202) 676-7036

85-925
DD/A Registry
85-0785

Division of
Continuing Education
and Summer Sessions

February 13, 1985

Dear Training Officer:

Have you ever considered The George Washington University's Professional Development Program to help you enhance the management of your organization? Our program has provided high quality training in a wide variety of fields for numerous organizations and corporations in the Washington metropolitan area as well as for multinational corporations. If you have a specialized training need or if you have to train a number of people in your organization, consider the advantages of our program.

- o Our Education Specialists will help you assess your training requirements and design programs tailored to meet the needs of your organization or offer existing undergraduate and graduate-level certificate programs.
- o Our staff of working professionals and experienced instructors are selected in accord with each contract to provide the necessary training to improve the performance of your employees.
- o Our leading management consultants will work with your top level management to develop solutions to organizational problems and to increase the management capabilities of your staff.
- o The time frame and location of our programs are flexible to accommodate the needs of your employees and organization. We can offer training on-site or at the convenient facilities on campus.

If you are interested in discussing your training needs, please contact Dr. Karyne Messina, Director of Professional Development. After assessing your needs, we will be able to give you a detailed course outline and a cost estimate.

We take pride in our versatility and ability to respond to the needs of our clients. We would enjoy working with you, helping you train your staff to become more effective.

Sincerely,

Karyne Messina

Karyne Messina, Ed.D.,
Director, Professional Development

